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70-0454

Executive Registry

3 FEB 1970

70-608

## MEMORANDUM FOR THE RECORD

SUBJECT: Meeting with the Executive Director-Comptroller on 28 January 1970

1. Present were Messrs. Bannerman, Duckett, Karamessines, Smith, Houston, Stewart, Fisher and Wattles.

2. Colonel White introduced the discussion of the first item on the agenda--a draft memorandum for the Director of Personnel, subject: Personnel Recruitment and Utilization Under Reduced Ceilings. There was unanimous support of the concept. Changes proposed in the memorandum included greater emphasis that an employee would not hurt himself in expressing an interest in transferring; that greater emphasis should be given to internal transfers prior to external recruitment; that, where appropriate, Agency-sponsored refresher training would be offered and that the language clearly show endorsement of the program by the Deputies. The word "professional" will be dropped from the last line to provide for consideration of all employees. In carrying out the action proposed, the Office of Personnel will provide to the Personnel Officers of all components a list of the vacancies for which transferees are sought and an Agency Notice will be prepared advising all employees of the program.

3. Next concern was the Inter-Directorate rotation paper which again was endorsed in principle. It was finally agreed, however, that though highly desirable, we should not attempt to formally structure this program. Rather, our efforts should at least in the beginning be informal and handled at the Deputies' level. It was agreed that each Directorate would provide names of two candidates for inter-Directorate transfer to the Director of Personnel during the next two weeks. The Director of Personnel would then prepare profiles for consideration at an early meeting of the group.

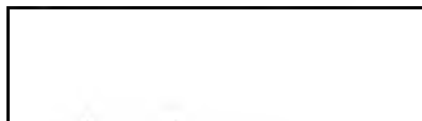
4. The Deputy Director for Support identified a problem he had in administering the overtime regulation and proposed changing the reg to clarify overtime policy regarding grade 15. His proposal was to include in the regulation words that would specifically exclude overtime payment to GS-15's with some exceptions to be identified. He was unanimously supported in this proposal.

5. The Executive Director referred to the memorandum he recently sent to each of the Deputies on Ceiling Reduction and said that there were some activities which were not yet provided for and that he had held no

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reserve. It might therefore be necessary to go back to the Directorates for more cuts to provide for these slots. He then discussed some of the actions which are now needed to order the Agency's activities in responding to the ceiling reduction. The Office of Personnel was directed to prepare a memorandum to the Deputies from the Executive Director which would blueprint the actions necessary, the first of which would be to bring T/O's into conformance with ceiling. This process itself would show where the problems are, how big they are, and who the people are.



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Robert S. Wattles  
Director of Personnel

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